

ONE AND TWO FAMILY DWELLING CONSTRUCTION**CITY OF LENEXA, KS****NEW SINGLE-FAMILY RESIDENCES AND DUPLEXES**

Building permit submittal requirements and Frequently Asked Questions

HOW DO I GET STARTED?

Applications are available in person, by mail from the Building Inspections Division in City Hall, or on the web at www.lenexa.com. Submit the completed application, along with:

- Non-refundable plan review fee
- Two original legal plot plans, signed and sealed by a civil engineer or land surveyor registered in the State of Kansas. The plot plan must include:
 - property address and legal description
 - property dimensions
 - existing and proposed contour lines
 - proposed structures and distances to property lines
 - building lines
 - location of outside utilities
 - easements
 - rights-of-way
 - all drainage swales, Minimum Low Openings (MLO) or Minimum Floor Elevations (MFE)
 - existing and proposed lot corner elevations
 - driveway width at the R.O.W line
 - driveway wings
 - elevations at centerline of back of curb at R.O.W. line
 - elevations at centerline of the driveway at R.O.W. line
- A copy of the sewer connection permit or private sewage disposal system permit
- Two sets of plans which show a level of detail sufficient to determine that all requirements are being met. One set of approved plans will be returned when the permit is issued.
- Square footage of the 1st and 2nd floors, garage, basement (finished/unfinished), and decks must be listed on the application. Draw decks to scale on the plot plan.

If you're using the same plan for several locations, you may master plan a design. Only minor, non-structural changes can be made to a master plan project. To obtain master plan approval, you must provide two copies of the master plan in addition to one copy of plans for each building permit. Subsequent permit applications will require one set of the original sealed plans and one sealed plot plan for each new site. The application must reference the Master Plan number or it will not be processed as a Master Plan.

All sealed documents from architects or engineers must bear the wet seal and original signature of the Kansas licensed designer of record

FACILITIES FOR WORKERS

Temporary toilet facilities shall be provided and maintained in sanitary condition for use of workers and must be available from ground breaking through completion.

COMMON QUESTIONS**How is the permit fee calculated?**

Contact the Building Department at (913) 477-7500 for help with fee calculations as they vary per project and are subject to change.

What information will I need to have on my plans?

In general terms, provide the following:

- Foundation plan with the location, openable dimension and finished sill height of the required basement egress window(s) or walk-out door, the dimensions and reinforcement schedule for the perimeter footings, foundation walls and all isolated footings or grade beams
- Complete framing plans for the rafters, including rafter and purlin bearing locations, ceiling joists and floor joists, or span charts reflecting the City of Lenexa's design loads for the rafters, ceiling joists and floor joists, identifying the following:
 - species and grade rather than the modulus of elasticity/fiber strength in bending in the material specification, directional orientation of all joists and rafters
 - species, grade and dimension of all headers, wood beams and columns
 - size and specification of any steel beams or columns
 - dimension of bearing stud walls and the location and methodology of all braced wall panels
- Note the location and required guardrails, handrails, smoke detectors and G.F.C.I. receptacles. Provide a detail of the guardrail and handrail standards.
- All exterior doors shall be illustrated as served by a landing on the construction plans. Decks and or stairs shall be shown on the plot plan.
- For deck construction, provide the location, diameter and depth of all pier footings, the dimension, species, grade and on center spacing of all joists, beams and posts. Show the deck on your plot plans.
- Full set of elevations
- Note on the plan that the sump will be provided with a pump and an electrical receptacle.
- All submissions must be in duplicate, readable and hard copied (no redlines, pencil or pen notes will be accepted). All engineers' or architects' seals and signatures must be originals.

What are your basement egress requirements?

All finished or unfinished basements and bedrooms are required to have at least one code compliant egress door or window. All below grade windows used for required egress must have a window well meeting the same requirements as bedroom egress.

What is the openable size of the required emergency egress window?

All escape or rescue windows shall have a minimum net clear openable area of 5.7 square feet, minimum net clear openable height of 24 inches, minimum net clear openable width of 20 inches, and maximum sill height of 44 inches above the floor.

When do I need to have my plans sealed by an architect or engineer?

Plans need not be sealed by a Kansas licensed architect or engineer unless they exceed the scope of the "Conventional Light Wood Frame Construction" provisions of the International Residential Code, 2006 Edition. Typically, homes of irregular shape, balconies, foundation walls exceeding 10 feet in height, roof trusses, I-joist floor systems, structural slabs or unconventional construction will trigger the requirement for a design professional's seal. When sealed plans are required, all sheets of both sets of the construction documents shall be wet sealed and bear the original signature of a design professional. In some cases, calculations will be required to substantiate the design. Sealed plans must be followed precisely, with changes only made under the seal of the designer of record and must be approved by Lenexa's plan review staff prior to implementation.

What is required for placement of trees?

The contractor is responsible for placing two yard trees. Deciduous trees must have a minimum diameter of 2 to 2-1/2 inches measured six inches above grade. Ornamental trees must have a minimum height of six to eight feet. Evergreens must have a minimum height of five to six feet. Street tree requirements must be addressed individually. Contact the Building Codes Division for specifics on your project.

What is required for a slab placed on fill?

Slabs that are placed on 24 inches or more of fill require a design with calculations. The design and calculations shall bear the wet seal and original signature of a Kansas licensed professional engineer. Provide two sets of the design and calculations for review and approval by the City of Lenexa plan review staff. One set will be returned to you upon approval. Slabs within the habitable portion of the dwelling must be designed to meet a uniform load standard of 50 psf; garage slabs placed on fill must be designed for a 50 psf uniform load.

When must I retain the services of a special inspector?

A qualified special inspector must be employed, at the permit holder's expense, for the inspection of piered foundation designs, the use of high strength bolts and the welding of structural steel members. The City of Lenexa must approve the special inspector and the special inspector must be qualified to conduct the inspection. The City of Lenexa's staff will define the inspection protocol. The design professional of record may not conduct the special inspection of their design. The work will require City of Lenexa inspection in addition to the special inspection. The special inspector shall submit a written report of substantiation to the City of Lenexa within 48 hours of the inspection.

When can a new dwelling unit be occupied?

An approved final inspection must be completed before occupying a new home. All health and safety items must be completed. In situations where landscape items cannot be completed or if unique circumstances prevent complete code compliance, a Temporary Certificate of Occupancy (TCO) may be approved. A TCO will not be issued if a deficiency creates a hazard or threat to life as determined by the building official. Landings at all exterior doors will be required prior to the issuance of a TCO or CO. Any holds for retaining wall designs/calculations or swale inspections must be satisfied prior to the issuance of a TCO or CO.

UNDERGROUND WIRING

All service entrance conductors and cables must be placed underground in the following situations: new construction, expansion greater than 50 percent of the square footage of the existing structure, and reconstruction of an existing structure damaged by greater than 50 percent of its fair market value.

CONTRACTOR REQUIREMENTS

Business Tax License – All general and sub-contractors are required to have a current Lenexa Business Tax License, which may be obtained from the Department of Community Development at Lenexa City Hall located at 12350 West 87th Street Parkway in Lenexa.

Contractor License – All general and sub-contractors are required to have a current Johnson County Contractor's License (JCCL) to obtain building permits, except those types of work for which no applicable category exists. JCCL is not required for fence, swimming pool, hot tub, land disturbance and site development permits. This list of exceptions is not complete; new categories may be added or deleted at the city's discretion.

The JCCL can be obtained from the Johnson County Courthouse offices located at 111 South Cherry, Olathe, KS. Phone: (913) 715-2233. Information is also available at <http://contractorlicensing.jocogov.org>.

Performance Guaranty– A "Performance Guaranty" is required when performing any form of land disturbance. The guaranty amount is based upon the previous year's single family permit activity using a tiered system, Contact a customer service representative at (913) 477-7500 to find out your required guaranty amount.

The purpose of this guaranty is to ensure that contractors keep their projects and the surrounding areas free and clear of dirt, mud, gravel and other debris. If the city determines that clean up is necessary, the contractor will receive notice to take appropriate action. If the contractor fails to take appropriate action in the allotted time, the city will perform all clean up, and charges will be assessed against the guaranty.

REQUIRED INSPECTIONS

To schedule an inspection or to check on the status of an application, go to <https://permits.ci.lenexa.ks.us/citizenaccess/>. For concrete inspections, call (913) 477-7500.

Please have the permit number, project address, builder/contractor and type of inspection available before scheduling your inspection. YOU MUST PROVIDE A COPY OF THE APPROVED PLANS ON SITE FOR ALL INSPECTIONS. NO PLANS - NO INSPECTION.

MINIMUM DESIGN LOADS

Floor Joists – 40# Live Load/10# Dead Load

Bedroom Floor Joists – 30# Live Load/10# Dead Load

Ceiling Joists – 10# Live Load/5# Dead Load

Ceiling Joists in areas served by permanent stairs – 20# Live Load/10# Dead Load

Rafters – 20# Snow Load/7# or 15# Dead Load

Slabs on 24 inches or more fill – 50 psf Uniform Load

The City of Lenexa has adopted and modified the 2006 International Residential Code for residential construction projects.